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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 2 January 1957

FROM : ORR Records Management Officer

SUBJECT: Release of Filing Equipment and Room Space

1. During the month of October, this office moved two components into vaulted areas. The components were the Strategic Trade Branch - into 2109 M, and part of the Intelligence Information Staff into Room 11142 Que Building. As a result of this move, 34 four-drawer, legal-size, C/L, filing cabinets and 17 five-drawer, 5x8, C/L, card cabinets, were made available for reissue. This equipment was used as follows:

a. 25 four-drawer safes were furnished to ORR components which had previously submitted requisitions. This action cancelled requisitions for 19 safes which had been processed by ORR. (Requisitions 994E-1710, 1576, 1556, 1548, 1234, and 994C-241-57.) In addition, requisitions for six safes which were being held in ORR pending availability of safes from within ORR were not processed to the Office of Logistics.

b. Nine four-drawer, C/L, filing cabinets were furnished to OCR and OCI at the request of Logistics. The following requisitions of these Offices were cancelled as a result: 994E-1252, 1251, 1250, 1668, 1855, and 994C-544-57.

c. Eight five-drawer, 5x8, C/L, card cabinets were furnished to ORR components who had previously requested same.

d. Seven five-drawer, 5x8, C/L, card cabinets were returned to Logistics for stock.

2. The replacement cost of the above equipment is approximately \$14,291 which has been arrived at as follows:

25 four-drawer safes @ \$352.00 ea.	\$8,800.00
17 five-drawer card safes @ \$323.00 ea.	5,491.00
	<u>\$14,291.00</u>

The cost figures were obtained from your office on 14 December 1956.

3. Less expensive filing equipment was used to replace the above equipment at a cost of \$3,234 (See requisitions 994E-250-57 and 994E-251-57, copies attached).

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35 five-drawer filing cabinets @ \$56.00 ea.	\$1,960.00
14 seven-drawer card cabinets @ \$91.00 ea.	1,274.00
	<u>\$3,234.00</u>

The difference in these figures is \$11,057; a direct savings to the Agency.

4. The Space, Maintenance and Facilities Branch, OL, has indicated that exclusive of the cost of repainting, movers, and telephone work, the cost of construction and renovation necessitated by the recent ORR reorganization totals approximately \$13,870. Of this amount, approximately \$6,400 was required for the construction of vault areas. This figure is minimized by the savings in filing equipment as enumerated above, and the floor space which ORR was able to release as a result of this reorganization. This floor space and the disposition thereof is as follows:

- This was an exchange rather than a release*
- a. Rooms 1318, 1322, 1326 M Bldg. - approximately 936 sq. ft. -- released to OCR.
 - b. Rooms 216, 217, 218 Central Bldg. - approximately 640 sq. ft. -- released to OCR.
 - c. Rooms 212, 213 Central Bldg. - approximately 280 sq. ft. -- released to Medical Staff.

5. This memorandum is submitted for your information.

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Attachments